

**NCATE/State Partnership Protocol
for
INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the District of Columbia**

Team Composition:
Joint

Program Review:
NCATE

Effective:
Jan. 2006 - Dec. 2012

Original Partnership Agreement Date: 1995

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I. Standards		
A. Unit Standards	<p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p>	<p>District approved/NCATE program standards apply to the individual specialty areas. NCATE's unit standards substitute for the District's institutional standards.</p>
B. State Program Standards	<p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p>	<p>Units seeking renewed approval of a program for which there are NCATE curriculum standards are required to submit program reports to the appropriate NCATE SPA for review. Units seeking initial approval of a program will submit program proposals to the state for review using the</p>

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		appropriate approved NCATE SPA standards where NCATE standards are available, or standards prescribed by the State in the case of programs for which there are not NCATE standards.
II. Team		
A. Team Composition: Joint State/ NCATE	<p>NCATE and State team members work together, sharing equal roles and responsibilities in all functions of the review.</p> <p>The NCATE team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.</p>	<p>A District of Columbia Board of Examiners team is selected from a pool of individuals, consisting of higher education faculty, teachers, and other school personnel. The State BOE team members will have received previous training in the STATE/NCATE unit accreditation standards and procedures by the SEA Office of Academic Credentials and Standards in conjunction with an NCATE BOE trainer.</p>
B. Training Expectations: Joint	NCATE team members must participate in the NCATE-sponsored BOE	

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	<p>training.</p> <p>State team members must be trained by NCATE staff or an NCATE authorized trainee, as outlined in the State rules.</p>	
<p>C. Team Size: Joint</p>	<p>For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p>	<p>The State team shall be comprised of one member less than the NCATE team.</p>
<p>D. Chair Responsibilities: Joint</p>	<p>The NCATE chairperson and the State chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct a pre-visit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant and State team chair should participate in the pre-visit.</p> <p>The co-chairs assign roles and responsibilities to BOE and State team</p>	<p>A District team member is appointed chair of the District team. An assistant chair is designated, if appropriate. The chair(s) participate(s) in an additional training program.</p>

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	members.	
E. Consultants/Other Participants	<p>NCATE invites the State education agencies to appoint a “State Consultant” to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant’s expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the State Partnership Contact, but may be his/her designee, and is a non-voting member of the BOE team. The State Consultant may serve as a voting member of the State team, if so designated by the State. A few states (e.g., SC and FL) may have consultants from two agencies.</p>	<p>A Consultant from the SEA Office of Academic Credentials and Standards is appointed as a non-voting, liaison to the NCATE team. Expenses for the Consultant are covered by the institution hosting the on-site visit.</p>
F. NEA/AFT Representatives	<p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants’ respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with</p>	

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	<p>the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	
<p>G. Decision-making</p>	<p>Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	
<p>H. Writing the Report: Joint</p>	<p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</p> <p>The NCATE and State chairs assign primary and secondary writing responsibilities to both NCATE and State team members.</p>	

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	<p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
I. Evaluations	<p>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and State BOE members, and State consultants who served on the same visiting team. The evaluations are used by NCATE and the State to determine who should continue BOE service and to identify potential team chairs.</p>	
J. Expenses	<p>During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee of \$1,000 per NCATE BOE team member participating in</p>	<p>The unit assumes all financial obligations for food, lodging, and travel for the members of the District's visiting team.</p>

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	the on-site visit.	
III. Preparation		
A. Units' Intent-to-Seek request	For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.	For initial and renewed accreditation and program approval, the unit will submit an Application for Unit Accreditation and Program Approval to the State, two years before an expected on-site visit. If the unit seeks renewed accreditation and program approval seeks initial approval for new programs, the unit will also submit an Application for Initial Approval of Teacher Education Program.
B. NCATE materials	<p>In response to requests, NCATE provides weblinks to the following materials:</p> <ul style="list-style-type: none"> • Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; • Handbook for Accreditation Visits; • <u>"Intent to Seek NCATE Accreditation" form</u> – TO BE SUBMITTED 2 YEARS BEFORE THE VISIT; • Timeline for semester and year of visit; 	

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	<ul style="list-style-type: none"> • List of NCATE partnership States; and • Other accreditation information 	
C. Preconditions	<p>For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the preconditions</i> for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from a unit that no longer meets the required State pass rate.</p>	<p>The unit will provide the State with a copy of the Pre-Conditions report, the NCATE response to the preconditions, and any related correspondence between the unit and NCATE regarding the pre-conditions.</p>
D. Program Reports	<p>If the Partnership Agreement requires the unit to submit program reports to NCATE, the reports must be submitted by February 1 or September 15, two semesters before the continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit.</p>	<p>For programs where approved NCATE standards exist, units are required to submit program reports to NCATE for review in accordance with the program review procedures and timelines established by NCATE.</p> <p>The State uses the outcome of the NCATE-facilitated program review as a</p>

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	<p>This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p>finding of fact in making its own decision regarding program approval status.</p>
E. Institutional Report	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit's conceptual framework and includes evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as the primary documentation of the unit's growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	<p>The unit submits two copies of the Institutional Report to the SEA Office of Academic Credentials and Standards and one copy of the Institutional Report to each State BOE member, two months in advance of the visit.</p>
F. Dates of On-Site Visit	<p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site</p>	<p>The unit will indicate its preferred date to the State as a part of its Application for Unit</p>

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	<p>visit. Units in Partnership States must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday excepting special circumstances.</p>	<p>Accreditation and Program Approval, two years before its expected visit date. The unit must have its visit date, approved by the SEA Office of Academic Credentials and Standards before submitting its request to NCATE.</p>
F. Pre-visit	<p>The pre-visit should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State team chair should also participate in the previsit.</p>	<p>The State BOE chair and personnel from the Office of Educational Credentialing and Standards meet with the NCATE chair and the institution's unit head and/or designee to plan the visit.</p>
H. 3 Rd Party Testimony	<p>Six months before the on-site review, the unit must publish a "Call for Comment" inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE.</p> <p>Two to three months before the on-site review,</p>	

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	NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.	
IV. On-Site Review		
A. Orientation to State Process/ Protocol	If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol.	
B. Conducting the On-Site Review	The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website.	The District co-chair and NCATE co-chair conduct a planning meeting prior to the Sunday team meeting.
C. Evidence/Exhibit Room	Electronic exhibit rooms are encouraged. Access NCATE's electronic exhibit room guidelines . Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide data from: 1) Assessments at admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other assessment data examples, see "Assessing Education	

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	Candidate Performance: A Look at Changing Practices.”	
D. BOE Report	<p>The BOE report includes the BOE team’s responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State/Institution has additional requirements, the report should have the BOE team’s responses to the State requirements attached as a State Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
E. Exit Conference	<p>An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair, State team chair, and State Consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p>	<p>An exit interview is held following District's guidelines. An exit conference is conducted by the District co-chair, the representative from the District of Columbia State Education Agency – Office of Academic Credentials and Standards (SEA-OACS), and the institution's unit head.</p>

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V. After the On-Site Review		
A. BOE report sent from NCATE	NCATE mails two copies of the report to the unit and one copy to the appropriate State Agencies.	
B. Rejoinder	The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	The unit submits one copy of its rejoinder of the BOE report to SEA Office of Academic Credentials and Standards.
C. Accreditation & Approval	<p>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most cases, accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, and the public (via the</p>	

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	<p>NCATE website)</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website or in the Handbook for Accreditation Visits.</p>	
D. Final Action Report	<p>Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	<p>The State uses the action of the NCATE UAB as a finding of fact in making its own decision regarding the accredited status of the unit.</p> <p>The SEA Office of Academic Credentials and Standards generates an initial recommendation to the SEA Board of Education based on the action of the NCATE UAB.</p>
E. Appeal Procedure	<p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website at for specific policies and procedures</p>	<p>Within 30 days after receipt of the State's initial recommendation, the unit may request to appeal any part of the recommendation prior to final action by the SEA Board of Education.</p>

Category	NCATE policy & options	State additions/response
	related to the appeals process .	
VI. On-Going Responsibilities		
A. Protocol Distribution	NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.	
B. Accreditation Cycle	<p>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>	Units in the District of Columbia will observe a seven-year cycle after the first continuing accreditation review.
C. Code of Conduct	To assure units and the public that NCATE	DC Board members will adhere to the

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	<p>reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	<p><i>District of Columbia Code of Ethical Conduct for Accreditation and Program Reviews.</i></p>
D. Annual Reviews		
1. Regional Accreditation	<p>Units must maintain regional accreditation in order to continue its NCATE accreditation.</p>	
2. Change in State Status	<p>The State will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The State will notify NCATE within thirty days of action taken that an NCATE unit has had a Change in State Status.</p> <p>Notification of an NCATE accredited unit's Change in State Status by the State will initiate a review by NCATE's <i>Annual Report and Preconditions</i></p>	

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	<p><i>Audit Committee.</i></p> <p>The NCATE president will notify the unit that the State has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p>	
3. Precondition 7	<p>The unit's programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit's summary pass rate meets or exceeds the required State pass rate.</p>	
4. Annual Report	<p>Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or pre-candidates for NCATE accreditation. Annual Reports are due October 1st and should be submitted electronically.</p>	<p>The unit will be responsible for providing the SEA Office of Academic Credentials with a copy of the NCATE/AACTE Annual Report(s) upon completion and submission to the respective agencies.</p> <p>Units will also submit a state-specific annual report addendum, in accordance with procedures and timelines established by SEA- OACS.</p>